



# Terry J. Brown

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## Franklin County Recorder

### NOTICE OF AVAILABLE POSITION

FROM: Terry J. Brown, Recorder

SUBJECT: Positions Available Data Entry/Quality Control & Cashier / Recording Services

DATE: 11/22/13

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There are currently openings in the Data Entry/Quality Control and Recording Services areas of the Recorder's office. They are classified/non-exempt positions with the hours of 8:00 AM – 5:00 PM Monday through Friday. In addition, these positions will be able to earn comp time and overtime in accordance with the office policy.

Attached are the general job descriptions for these openings. Both positions pay \$12.50 an hour and include comprehensive benefits packages. The expected start date for these positions is Monday, December 9, 2013. Anyone meeting the "Minimum Required Qualifications" may apply.

To be considered for this position, please send a copy of resume along with an application to Steve O. Campbell, HR Director, no later than 12:00 noon, Friday November 29, 2013 to:

[socampbell@franklincountyohio.gov](mailto:socampbell@franklincountyohio.gov)

or

Franklin County Recorder's Office  
373 S. High; 18<sup>th</sup> Floor  
Columbus, OH 43215